The Ohio Department of Medicaid (ODM) has released a standardized form and process for providers of residential treatment for substance use disorders (SUD) to notify Managed Care Entities (MCEs) that a Medicaid member has been admitted for treatment. The form was developed by a workgroup of the SUD 1115 Waiver Stakeholder Advisory Committee including SUD residential treatment providers, Medicaid MCEs, SUD advocacy organizations, and staff of ODM and the Ohio Department of Mental Health and Addiction Services (OhioMHAS). The goals of using the form are:

- To notify MCEs of the admission of one of their members to SUD residential treatment;
- To connect MCEs with SUD residential providers to assist with care coordination, and discharge planning as early as possible;
- To notify SUD residential providers if the client had previous SUD residential stays in the same calendar year, which may necessitate prior authorization for the current stay.

Although the use of this new form is voluntary, ODM strongly recommends its use to support improved client care coordination between MCEs and SUD providers.

The standardized process associated with using the form is:

1. The SUD Residential Provider will complete Sections I and II of the SUD Residential Treatment Notification of Admission Form within 48 hours of admission and submit it to the member’s MCE using the contact information on the form;
2. MCEs will complete Section III of the form and return it to the provider within 24 hours.

The electronic, fillable form is available on the ODM Home Page under “Forms” page as “SUD Residential Treatment Notification of Admission Form”.

Questions regarding the new form and process may be submitted to: BH-Enroll@medicaid.ohio.gov.